

INTERNAL/DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Process for Awarding Power of One Internal Giving Campaign Grants

EFFECTIVE DATE: April 13, 2015 (11/15/16 Procedural Update)

DIVISION: Institutional Advancement

CATEGORY: Internal Giving

RESPONSIBLE DEPARTMENT: Office of Institutional Advancement

CANCELLATION: None

1. **Purpose**

To publish the College's process and procedures involved in applying for, evaluating, and awarding Power of One Internal Giving Campaign Grants.

2. **Scope and Applicability**

This policy and these procedures apply to the Office of Institutional Advancement and any appointed unit or individuals involved in the internal giving campaign grants process.

3. **General Provisions**

- A. In accordance with the College's [Fundraising and Solicitation](#) policy, internal, College-wide fundraising, including employee and student giving campaigns on behalf of the College, are coordinated through the Office of Institutional Advancement through the Delgado Foundation.
- B. Delgado's "Power of One" Internal Giving Campaign initially engaged strategic planning sessions to identify the most critical long-term needs of the college, its students, and the community. Power of One Grants are designed to support these initiatives, which are embedded within the College's operations and are consistent with the College's mission:

Strategic Initiative #1: College Innovations

- Program Exploration and Development
- Technology Infusions and Integration
- Integrated Developmental Education
- Curriculum Realignments and Revisions
- Pedagogical Best Practices
- Instructional Development and Deliveries Strategic Initiative

Strategic Initiative #2: Employee Advancement

- Professional Development Opportunities
- Technological Infrastructure/Integration
- Faculty Engagement Opportunities
- Faculty and Staff Continuing Education Strategic Initiative

Strategic Initiative #3: Student Success and Achievement

- Enhancement of Access through Scholarships
- Retention and Completion Strategies
- Support of Student Support Services
- Integration of Student Enrichment Programs
- Student Internships and Cooperative Education

- C. Power of One Grants fund activities and resources directly related to these strategic initiatives. All monies to fund approved grants are channeled from the Delgado Community College Foundation to the appropriate College department and expensed through Delgado's normal procurement processes.
- D. The Power of One Internal Giving Committee is appointed by the College Chancellor to oversee and coordinate the ongoing activities associated with the College-wide campaign.
- E. Working in conjunction with the Power of One Internal Giving Committee, the Office of Institutional Advancement is responsible for overseeing and ensuring the process for evaluating, approving and awarding Power of One Grants is efficiently and effectively administered.

4. **Eligibility and Timeline**

- A. Only full-time faculty and staff who annually contribute to the Power of One campaign are eligible to apply for Power of One Internal Giving Grants.
- B. The application process is described in the yearly [Power of One Grant Calendar](#), which outlines the deadlines and requirements for consideration. The College's Faculty and Staff Professional Development Committee assists with advertising application guidelines and timeline for Power of One grants.
- C. A cap of \$2,500 is awarded for each grant. Payments are made half at the time the award is formally announced and half upon completion of the project. Because grant awards are considered employment income by the U.S. Government, payments are taxable.

5. **Application Procedure**

- A. Applicants are required to complete a [Power of One Grant Application, Form IA-01/001](#).
- B. Power of One Grant Applications must be submitted to the Vice Chancellor for Institutional Advancement. All portions of the proposal must be submitted at the time of application. Incomplete applications will be returned to the applicant.

6. **Evaluation and Approval Process**

- A. Upon receipt of a grant application, an ad hoc committee is formed to review the proposal. The ad hoc committee is composed of the following members:
- *One (1) faculty member* (designated by the Vice Chancellor for Institutional Advancement)
 - *One (1) staff member* (designated by the Vice Chancellor for Institutional Advancement)
 - *One (1) faculty or staff member representative of the College's Faculty/Staff Professional Development Committee* (designated by the Committee)
 - *One (1) Division Dean* (designated by the Vice Chancellor for Academic Affairs)
 - *One (1) Student Affairs representative* (designated by the Vice Chancellor for Student Affairs)
 - *One (1) Student Government Association representative* (designated by the Vice Chancellor for Student Affairs)
 - *One (1) additional faculty or staff member with significant knowledge/ background relevant to the appropriate Power of One Strategic Initiative as defined in Section 3B, General Provisions* (designated by the Vice Chancellor for Institutional Advancement)
- B. Each ad hoc review committee member individually evaluates the grant proposal using a [Power of One Grant Proposal Evaluation Form, Form IA-01/002](#). Upon review by all members, the ad hoc committee as a whole makes a recommendation to approve or deny the proposal to the Vice Chancellor for Institutional Advancement for final consideration.
- C. Funding for each approved grant is awarded and processed by the Office of Institutional Advancement through the Delgado Community College Foundation as described in *Section 3C, General Provisions*.
- D. Formal announcements regarding Power of One Grant awards are made by the Office of Institutional Advancement.

Policy Reference: Delgado Policy and Procedures Memorandum, [Fundraising and Solicitation](#)

Forms: [Power of One Grant Application \(Form IA-01/001\)](#)
[Power of One Grant Proposal Evaluation Form \(Form IA-01/002\)](#)

Reviewed by: Power of One Subcommittee of Donors and Internal Campaign Committee
Members 12/1/14
Ad Hoc Committee on Power of One Internal Campaign Grants Policy, 4/13/15

Approval: Vice Chancellor for Institutional Advancement, 4/13/15
Procedural Update – Vice Chancellor for Institutional Advancement Approval
11/15/16